



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 29, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 30, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, October 14, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

ET IV

Permit Technician
Region 2/District 2/Program Development
Highways Project Implementation
Dixon

Attachments
40908

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, October 14, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Engineering Technician IV

Salary Range: \$4,695 - \$8,775

Position Title: Permit Technician

Union Position: ☒ Yes ☐ No

Position Number: PW014-23-52-304-00-03

IPR#: 40908

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region 2/District 2/Bureau of Program Development/819 Depot Avenue, Dixon, IL

Description Of Duties:

This position is accountable for the preparation of permits required when work by utility companies is done on state right-of-way and other permits as assigned by the Project Support Engineer.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program. Knowledge, skill and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology
- Eight years' experience in performing a variety of technical tasks of which at least four years should be related to civil engineering
- Strong oral and/or written communication skills

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

| | | | |
|---------------------|-----------------------|-------------------------|----------------------------------|
| DATE: | December 8, 2015 | POSITION: | Permit Technician |
| APPROVED BY: | <i>Paul Loete</i> | OFFICE/DIVISION: | District 2 - Program Development |
| CODE: | PW014-23-52-304-00-03 | REPORTS TO: | Project Support Engineer |

Position Purpose

This position is accountable for the preparation of permits required when work by utility companies is done on State right-of-way and other permits as assigned by the Project Support Engineer.

Dimensions

| | |
|--|---|
| Utility Permits Issued: | 500 – 700 annually |
| Other Permits Issued: | As assigned by Project Support Engineer |
| Value of Construction: | \$250 to \$1 Million per project |
| Income from Bridge Attachment Permits: | \$5,000 |

Nature and Scope

This position reports to the Project Support Engineer, as do an Agreements and Utilities Technician and a Utilities and Railroads Technician. There are no subordinates reporting to this position.

This position is responsible for ensuring that permits for utility companies are issued in accordance with applicable laws of the State, and Department rules, regulations, and policies. The incumbent reviews the permit requests and meets with the applicants to explain permit requirements and collect necessary field data to properly prepare the permit. He/She is responsible for inspection of the completed job to ensure compliance with the requirements specified in the permits. The incumbent must travel throughout the district to inspect the area for which the permit is requested or to attend meetings with the applicant.

The greatest challenge to this position is to ensure that permits are issued only after the safety and convenience of the public is assured. Typical problems include ensuring that the application is processed in a timely manner and in accordance with the laws, regulations, and policies of the State and IDOT.

The incumbent is responsible for verifying plans for permits originated by utility companies (and other permits as assigned) and modifying these plans, when necessary, to conform to Department rules and policies. He/She is responsible for preparing and issuing permits for work that affects State-maintained highways under the jurisdiction of this District, and involves reviewing the plans, preparing the permit, resolutions, and bond forms to ensure compliance with State and Department requirements. The incumbent must research road construction plans, right-of-way documents, and planning programs to ensure that there are no conflicts before issuing a permit to do work on State-maintained rights-of-way.

The incumbent has latitude in making decisions to accept or reject applications for permits except in projects that are complex, in which case it is referred to the Project Support Engineer. The final permit is issued by the Regional Engineer.

Internal contacts are with all of the Bureaus with the exception of Administration, to maintain updated information to properly issue permits. External contacts are with the general public, County Engineers, and consultant engineers on regular projects and with the Department of Natural Resources when their projects involve State rights-of-way.

The effectiveness of this position can be measured by the lack of complaints from contractors and individuals. Another measure of effectiveness of this position is the issuing of permits in a timely manner with a minimum of delay and overtime.

Principal Accountabilities

1. Responsible for keeping abreast of the policies, projects, and programs in the Bureaus of Program Development and Project Implementation to obtain necessary information to properly prepare permits.
2. Responsible for accurately determining the precise location of the area for which the permit is issued.
3. Responsible for adhering to State, Department, and District policies, laws, and regulations.
4. Responsible for providing a high level of service to the public and other agencies with which he/she comes in contact.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.